



MEMORANDUM

To: All Candidates to be Placed on the Statewide Ballot

Re: Candidate Audio Recording

In order to meet the required standards for accessible voting equipment, all county clerks in the state of Colorado must produce an audio ballot. Further, Rule 10.4 of the Secretary of State's Election Rules requires an audio recording containing the correct pronunciation of each candidate's name for all offices of state concern and sets forth the deadline for each submission.

Audio recordings are required for the following offices of state concern:

President	Vice President
US Senate	US House of Representatives
State Board of Education	University of Colorado Regent
State Senate	State House of Representatives
District Attorney	Regional Transportation District
Supreme Court	Court of Appeals
District Judge	County Judge

To assist candidates in submitting their audio recording, the secretary of state's office has set up a voicemail box specifically for this purpose. As an alternative, candidates may submit a wav file by e-mail to: barbara.schaffer@sos.state.co.us Please ensure that the voicemail or wav file contains the appropriate information as described below.

Audio Recording Instructions

- 1) Dial 303-894-2200.
- 2) Dial extension 6314.
- 3) After the voice prompt please clearly state your:
 - **Name**
 - **Jurisdiction**
(For example, House District 5 or 17th District Judge)
 - **Party Affiliation**
(Please do not include your party affiliation if you are a candidate for a nonpartisan office such as RTD, or a judge seeking judicial retention.)
- 4) Hang up after completing your recording.

***Please note: You must state your name exactly as it appears on either your candidate acceptance form or your declaration of intent to run for retention form, as this is how your name will be printed on the ballot.**

Thank you for your assistance. If you have questions regarding the candidate audio recording please contact Barbara Schaffer at 303-894-2200, ext. 6325.